

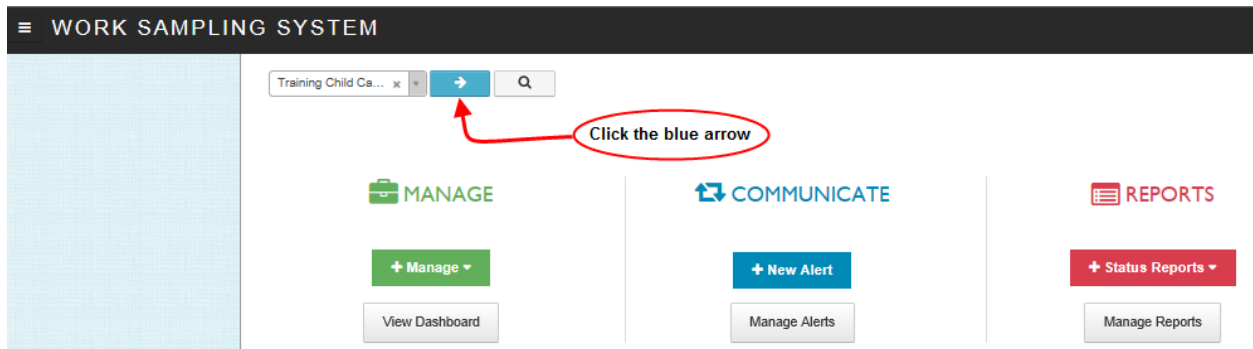
HOW TO ADD A STUDENT – Directors/Admins

(Updated: 7/21/15)

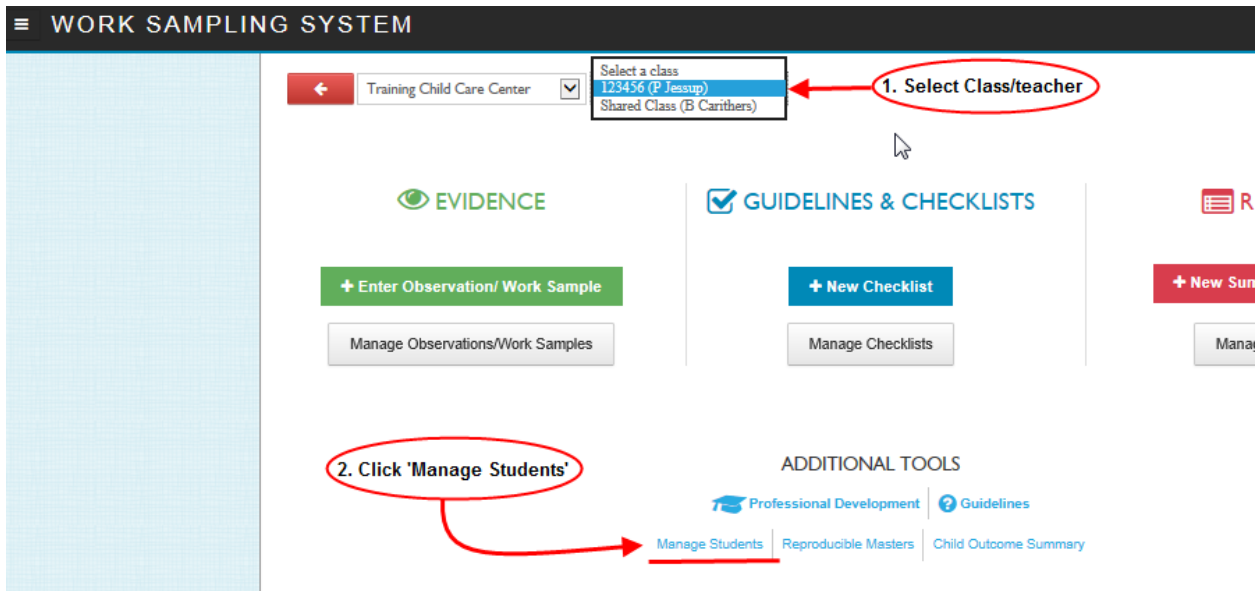
NOTE: Two requirements before attempting to add a student are: 1) a class name must have already been created under which the student will be added (See 'How to Add a Class – Directors/Admin'), and 2) each student MUST have a PANDA ID. PANDA IDs can be found on the PANDA Roster Report.

To add a student to WSO follow the instructions below and refer to the corresponding screen prints:

1. On the WSO 'Home' screen, click the blue arrow next to the 'site' field.



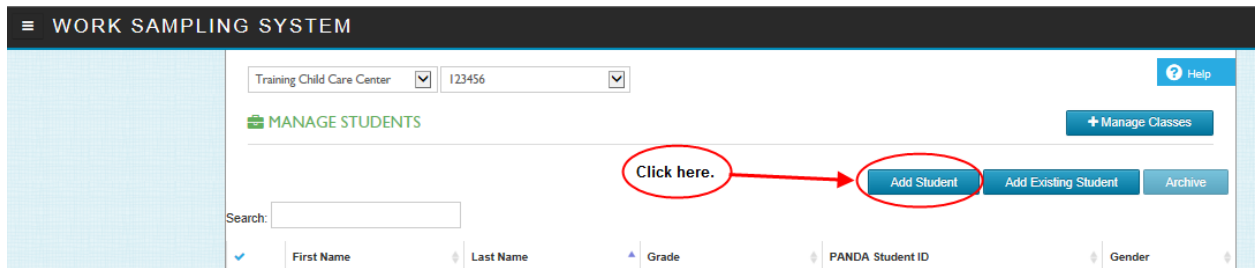
2. On the displayed drop down list, select the class to which you want to add the student and then click the 'Manage Students' link.



HOW TO ADD A STUDENT – Directors/Admins

(Updated: 7/21/15)

3. On the 'MANAGE STUDENTS' screen, click the blue 'Add Student' button.



4. The 'Add Student' screen will be displayed and has six required fields. With the current version of WSO, you will need to scroll down to display all the fields on the screen. The screen prints below portray how the fields on the 'ADD STUDENT' screen will typically be divided and displayed on your monitor. Be sure to complete data entry in all fields before clicking 'Save' to avoid possibly having to go back and add additional information for the student. On the 'ADD STUDENT' screen, enter information into all six required fields and any other fields as appropriate. When complete, click 'Save'.

The screenshot shows the 'ADD STUDENT' form. At the top, there's a header 'ADD STUDENT' and a close button. Below that, there's a legend '▶ = Required'. The form contains several fields: 'PANDA Student ID:', 'Nickname:', 'First Name:', 'Middle Name:', 'Last Name:', 'Gender:', and 'Birthday:'. The 'PANDA Student ID:', 'First Name:', 'Last Name:', 'Gender:', and 'Birthday:' fields are highlighted with red boxes. Red arrows point from these boxes to a central red oval containing the text 'Enter Required Fields # 1- 5'. There are two notes: 'NOTE: Get PANDA IDs from the PANDA Roster Report' and 'NOTE: Use drop down boxes to select birthdate'. At the bottom, there are 'Save' and 'Cancel' buttons.

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**** Scroll down in WSO to see the remaining part of the 'Add Student' screen (below).

The screenshot shows a portion of the 'Add Student' form. It includes the following fields and annotations:

- Ethnicity:** A dropdown menu with 'Select one' and a downward arrow.
- Language:** A dropdown menu with 'Select one' and a downward arrow.
- Grade:** A dropdown menu with 'Select one' and a downward arrow. This field is highlighted with a red box. A red arrow points from a callout bubble 'Enter Required Field #6' to this field. A note next to it says 'NOTE: Use drop down box to select 'Grade''.
- IEP/IFSP:** A checkbox.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom. A red arrow points from a callout bubble 'Click 'Save'' to the 'Save' button.

IMPORTANT: When adding a student, should you get the message that the PANDA ID or the student name already exists in WSO, you should NOT continue with adding the student until you contact PreK Assessment. You may reach PreK Assessment by either calling the DECAL WSO Help line at 770/342-3879 or by completing the online WSO Assessment Support request form located at http://dec.al.ga.gov/PreK/WSO_Logging.aspx.